

# 2014 Seattle City Council Green Sheet

Ready for Notebook

Tab	Action	Option	Version
10	1	A	1

**Budget Action Title:** Cut a Treasury Cashier from FAS's customer service center and reduce Finance and Administrative Services Fund expenditures by \$106,529

Has CIP Amendment: No Has Budget Proviso: No

Councilmembers: Budget Committee

Staff Analyst: Lish Whitson

Council Bill or Resolution:

Date		Total	SB	BH	TR	RC	TB	NL	JG	SC	MO
	Yes										
	No										
	Abstain										
	Absent										

## Summary of Dollar Effect

See the following pages for detailed technical information

	2013 Increase (Decrease)	2014 Increase (Decrease)
<b>General Subfund</b>		
<b>General Subfund Revenues</b>	\$0	\$0
<b>General Subfund Expenditures</b>	\$0	(\$38,095)
<b>Net Balance Effect</b>	\$0	\$38,095
<b>Other Funds</b>		
<b>Finance and Administrative Services Fund (50300)</b>		
<b>Revenues</b>	\$0	(\$38,095)
<b>Expenditures</b>	\$0	(\$106,529)
<b>Net Balance Effect</b>	\$0	\$68,434
<b>Total Budget Balance Effect</b>	\$0	\$106,529

### Budget Action description:

This green sheet cuts a proposed 1.0 FTE Treasury Cashier from the Department of Finance and Administrative Services (FAS) in 2014 and reduces appropriations from the Finance and Administrative Services Fund to the Office of Constituent Services BCL by \$106,529 accordingly. The proposed position was one of two new positions that were proposed to staff a new customer service counter in the Seattle Municipal Tower.

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In the summer of 2013, FAS responded to a vacancy on the main floor of the Seattle Municipal Tower by opening a new customer service counter to process transactions and respond to information inquiries. FAS is working with other City departments to determine the efficacy of the customer service counter and develop a long-term plan for the space.

One out of the two proposed FTE Treasury Cashiers would remain in FAS's budget. That position will sunset on June 30, 2015. Providing one treasury cashier for a year and a half would allow FAS to keep the customer service counter open while the Department develops and implements a permanent plan for the customer service counter.

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### Budget Action Transactions

**Budget Action Title:** Cut a Treasury Cashier from FAS's customer service center and reduce Finance and Administrative Services Fund expenditures by \$106,529

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Cut proposed customer service position	Treasury Cashier - FT	-1	-1	FAS	Office of Constituent Services	A6510	50300	2014		(\$106,529)
2	Return cost allocation for customer service to GSF				FAS	IF Administrative Fees and Charges - Office of Constituent Services	541490	50300	2014	(\$38,095)	
3	Return cost allocation for customer service position to GSF				FG	Finance and Administrative Services Fund	QA001004	00100	2014		(\$38,095)
4	Return cost allocation for customer service to FAS fund				FAS	Use of (Contribution To) Fund Balance	379100	50300	2014	(\$68,434)	